



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I

\$5,079 – \$6,127

CONSUMER SERVICES & MARKET CONDUCT BRANCH

ADMINISTRATIVE UNIT

LOS ANGELES

RESPONSIBILITIES:

Under general direction from the Consumer Services and Market Conduct Branch (CSMCB) Deputy Commissioner and the Consumer Services and Market Conduct Division Chiefs, the incumbent supervises a group of analysts; plans, organizes, coordinates, directs, and tracks the daily activities of the unit; provides oversight on the daily branch personnel, budget, project management, administrative services, program evaluation and planning, and technical and procedural design and implementation. The incumbent performs work that is at a high level of complexity and sensitivity in a wide variety of supervisory, consultative, and analytical staff services assignments such as program evaluation; systems development; planning, training, management and personnel analysis, and other related work. Tasks include oversight of the analysts, preparation of budgets, reports, studies, and projects, systems and project management, communication and training plans, procedural design, research, trend analyses, and statistical analyses.

DESIRABLE QUALIFICATIONS:

- Demonstrated experience performing work at a high level of complexity and sensitivity in a wide variety of supervisor, consultative, and analytical staff services assignments;
- Knowledge of budget preparation, program evaluation, project management, procedural design, research, trend analysis, and statistical analysis;
- Ability to work with extreme independence and initiative;
- Ability to make appropriate recommendations and draw valid conclusions;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective working relationships with all levels of staff;
- Experience making recommendations on a broad spectrum of administrative issues and problems;

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

09062012TF

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE:

Send a completed standard State of California application and a "Statement of Qualifications" to Teresa Foster, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "STAFF SERVICES MANAGER I #413-370-4800-001" on the State application.** For additional information, please call (916) 492-3423.

FINAL FILING DATE: September 17, 2012 - Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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